



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-J1

1 September 2009

MEMORANDUM FOR THE J1 OF ALL STATES, PUERTO RICO, THE US VIRGIN ISLAND, GUAM, AND THE DISTRICT OF COLUMBIA

SUBJECT: National Guard Bureau (NGB) Sexual Assault Response Coordinator (SARC) / Victim Advocate (VA) Fiscal Year 2010 Training Schedule and Registration Procedures

1. The purpose of this letter is to provide information to assist you in identification, selection and registration of your personnel to serve as SARCs or VAs for your state. This mandatory training is designed to meet all Department of Defense, Army, and Air Force requirements for Joint Force Headquarter (JFHQ) SARCs, Deployable SARCs (DSARCs), Wing SARCs, and VAs. Training will ensure that states, territories and the District of Columbia also have a trained JFHQ SARC to oversee the Sexual Assault Prevention and Response Program.

2. The training will consist of a comprehensive 40 hour program of common core and service specific instruction that will allow SARCs, DSARCs, and VAs to respond to incidents of sexual assault. The SARC/VA Training will be held at the National Guard Professional Education Center (PEC) in Little Rock, Arkansas. The training dates for FY10 are as followed:

- 26 – 30 Oct 09
- 4 – 8 Jan 10
- 1 – 5 Mar 10 (Off Post) Memorandum to follow
- 24 – 28 May 10
- 23 – 27 Aug 10

3. The SARC/VA training is not a centrally funded NGB event. Funding for this event will be through local unit funding sources. States are authorized to use Overseas Contingency Operations (OCO) funds to send DSARCs and DVAs to this training. States are also encouraged to send Technicians in Technician status using the State's Technician Training or Technician Travel funds.

4. All DSARC's and VA' appointees, must be vetted thru the JFHQ's SARC to ensure appointees meet the rank and regulation requirements.

5. Registration is available for 45 days and will close when the class is filled. Individuals must register on the GKO Website at [https://gkoportal.ngb.army.mil/sites/J1\\_SAPR/default.aspx](https://gkoportal.ngb.army.mil/sites/J1_SAPR/default.aspx). Under "NGB SARC/VA training" link, go to Registration tab and "click here to register". Add a new item, enter your information, then "save and close" to complete registration. Your JFHQ SARC will receive a confirmation of your selection and will contact you. NGB will post course resources for download 15 days prior to class start. It is highly recommended that you download, print and review training materials for your reference during class.

6. Reporting Procedures:

a. Report to the lobby of Independence Hall, 1402 Missouri Avenue, Camp Robinson, N. Little Rock, AR.

b. Reporting dates and time: Sunday from 1600 – 2000.

c. Late reporting: Militia Hall, Room 230B on Monday from 0700-8000 hours for personnel arriving after 2000 Sunday evening.

7. Classroom space is limited. First priority is held for deploying units and JFHQ SARCs, if your unit is deploying please contact your service specific Program Manager for Army MAJ Laura Wade at comm. 703-607-2211 DSN 327- 2211 or [laura.l.wade@us.army.mil](mailto:laura.l.wade@us.army.mil) and Air Force Ms. Deborah Morrison at comm. 703-601-2612 DSN 329-2612 or [deborah.morrison@us.army.mil](mailto:deborah.morrison@us.army.mil).

Please route any questions or concerns to the JFHQ SARC within your state. If further assistance is required your JFHQ SARC will contact the NGB SAPRO POC for assistance.



ALFRANDA L. DURR

Lieutenant Colonel, LG, USA

Chief, Sexual Assault Prevention and

Response Program, National Guard Bureau

Encl:

SARC/VA Training Information

Map with directions to PEC – (Airport to Camp Robinson)

SAPR Information Sheet

CF:

State COS

State DS

State J1

State G1

State A1

JFHQ SARCs